



Marva Johnson, *Chair*  
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Tom Grady  
Rebecca Fishman Lipsey  
Michael Olenick

**MEMORANDUM 30-2018-02**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** July 5, 2017  
**SUBJECT: 2016-17 Personnel Data Base Annual Submission of Salary and Benefits Information (Term 4E)**

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On July 10, 2017, the Community College and Technical Center Management Information Systems (CCTCMIS) staff will begin processing 2016-17 Annual Salary and Benefits data files (T4E) for the Personnel Database.

Important dates are:

- All files must be loaded no later than August 7, 2017, 5 p.m. EDT
- Submission period ends on August 14, 2017, 5 p.m. EDT
- Certification forms for this submission are due no later than August 15, 2017, 5 p.m. EDT

Due to the speed, convenience, and higher-level of service that the server processing environment offers, we strongly encourage all colleges to continue using the server processing environment to prepare data submissions; and only submit to the mainframe once submitted data loads on the server. To assist in preparation for the upcoming data submission period, the server is currently open for running a “.TEST” file type, and will open for “.PROD” files on July 10, 2017.

Data certification forms are in the department’s All-In-1 Certification Library of the Restricted Hub SharePoint site landing page. In the lower left, go to:  
<https://floridadoe.sharepoint.com/sites/CCEDM/fcs/College%20All%20in%201%20Certifications/Forms/AllItems.aspx>.

If you have any questions, please email CCTCMIS at:

Data Processing Manager: [Kristopher.Bice@fldoe.org](mailto:Kristopher.Bice@fldoe.org)  
Personnel Database: [murray.cooper@fldoe.org](mailto:murray.cooper@fldoe.org)

JM/kb

Attachments

cc: Florida College System Executive Assistants to the Presidents  
Florida College System Chief Information Officers

# Annual Salary and Fringe Benefits (4E) Data Submission Calendar

Record Types 6-7

*(Salary, Fringe Benefits)*

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July 9, 2018	Open date. Submission period begins.
August 6, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
August 7, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 13, 2018	Close date. Submission period ends. Annual Salary and Fringe Benefits data must be loaded no later than 5:00 p.m. Eastern.
August 14, 2018	Certification form due no later than 5 p.m. Eastern.  If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 15, 2018	If certification has not been received, the college's President is notified by letter with a copy to the Reports Coordinator.
August 16, 2018 -	Data Verification Period. Data resubmission allowed only through a request August 27, 2018 signed by the College President.
August 28, 2018	Annual close. No data resubmission will be accepted.

# Demographic Information Record Format – Record Type 1

Create a record for each Employee for each term employed.

## Field Characteristics

N Numeric  
 X Alphanumeric  
 V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9(7)	CCNUM	Reporting Institution (OPEID) Code
	8	1	9(1)		Record Type = 1
0120	9-13	5	9(5)	TERM	Term Identifier
0130	14-23	10	X(10)	PSNID	Person Identification Number
1005	24-43	20	X(20)	LAST_NAME	Last Name
1006	44-58	15	X(15)	FIRST_NAME	First Name
	59	1			FILLER
1010	60-67	8	9(8)	BIRTH_DATE	Birth Date
1015	68	1	X(1)	GENDER	Gender
	69	1			FILLER
1025	70	1	X(1)	CITIZENSHIP	Citizenship
1030	71	1	X(1)	DISABLE_CLASS	Disability Classification
1035	72	1	9(1)	DEGREE_EMPLOYEE	Degree (Highest Earned)
1040	73-80	8	9(8)	DATE_EMPLOYMENT	Date Employed at the Institution
1045	81	1	9(1)	CONTRACT_STATUS	Contract Status
1050	82-89	8	9(8)	DATE_CONT_CONTRACT	Date Continuing Contract Granted
1055	90	1	9(1)	EMPLOY_STATUS	Employment Status
1060	91	1	X(1)	EXEMPT	Exempt From Public Records
1065	92	1	X(1)	FACULTY_STATUS	Faculty Status
1070	93	1	X(1)	RACE_WHITE	Race – White
1075	94	1	X(1)	RACE_BLACK	Race – Black/African American
1080	95	1	X(1)	RACE_ASIAN	Race – Asian
1085	96	1	X(1)	RACE_INDIAN	Race – American Indian/Alaskan Native
1090	97	1	X(1)	RACE_HAWAIIAN	Race – Native Hawaiian/Pacific Islander
1095	98	1	X(1)	HISPANIC	Ethnicity – Hispanic/Latino
1009	99-100	2	9(2)	PRIM_OCC	Primary Activity/Occupational Activity Code
1096	101	1	X(1)	EAM	EAM Indicator
1000	102-115	14	X(14)		Florida Education Identifier (FLEID)*
1007	116-135	20	X(20)	MIDDLE_NAME	Middle Name
1008	136-145	10	X(10)	SUFFIX	Name Suffix
	146-150	5			FILLER

## NOTES:

1. Shaded fields are unique key elements.
2. \*Personnel FLEID will not be collected for the 2017-18 reporting year.

## Salary Information Record Format – Record Type 6

Create a record for each Organizational Unit and GL Code, Activity, and Salary Type. This is the annual fiscal amount.

### Field Characteristics

9 Numeric  
 X Alphanumeric  
 V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9(7)	CCNUM	Reporting Institution (OPEID) Code
	8	1	9(1)		Record Type = 6
0130	9-18	10	9(5)	PSNID	Person Identification Number
0140	19-31	13	9(13)	ORG_FUNC	Organizational Unit and GL Code
1009	32-33	2	9(2)	OCCUP_ACTIVITY	Primary Activity/ Occupational Activity Code
6005	34	1	9(1)	TYPE_SALARY	Salary Type
6010	35-42	8	9(8)	AMOUNT_SALARY	Salary Amount
0120	43-47	5	9(5)	TERM	Term Identifier
1000	48-61	14	X(14)		Florida Education Identifier (FLEID)*
	62-150	89			FILLER

### NOTES:

1. Shaded fields are unique keyelements.
2. \*Personnel FLEID will not be collected for the 2017-18 reporting year.

## Fringe Benefits Record Format – Record Type 7

Create a record for each Organizational Unit and GL Code, Activity, and Benefit Type. This is the annual fiscal amount.

### Field Characteristics

9 Numeric  
 X Alphanumeric  
 V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9(7)	CCNUM	Reporting Institution (OPEID) Code
	8	1	9(1)		Record Type = 7
0130	9-18	10	9(5)	PSNID	Person Identification Number
0140	19-31	13	9(13)	ORG_FUNC	Organizational Unit and GL Code
7005	32	1	9(1)	TYPE_BENEFIT	Selected Benefits - Type
7010	33-40	8	9(8)	VALUE_BENEFIT	Selected Benefits - Value
0120	41-45	5	9(5)	TERM	Term Identifier
1000	46-59	14	X(14)		Florida Education Identifier (FLEID)*
	60-150	91			FILLER

### NOTES:

1. Shaded fields are unique key elements.

\*Personnel FLEID will not be collected for the 2017-18 reporting year.

## Annual Salary and Fringe Benefits (4E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

<b>Report Description File</b>	<b>Name</b>
Exception Report	REXCPLST
College Aggregate Salary by Salary Type	RAGSLRY
College Aggregate Benefits by Benefit Type	RAGBNFT
Salary by Rank, Gender and Contract Status	RSALCON
Salary by Rank, Gender and Degree	RSALDEG
Salary by Gender, Academic Rank, and Race/Ethnicity	RSALRET
Salary by Gender, Degree, and Race /Ethnicity	RSALDET
Salary Ranges by Gender and Race/Ethnicity	RRNGETH
Salary Ranges by Gender and Academic Rank	RRNGRNK
Salary Ranges by Gender and Degree	RRNGDEG
Salary Ranges by Gender and Contract Status	RRNGCON
Total Salary and Headcounts by Occupational Activity	RSALOCC
Comparative Frequencies Report	COMPREQ